**Common Area Tree Issues Request Form**

Please review our Rules & Regulations, 2.2—Maintenance of trees in the Common Areas (By-Laws, Article VII, Section 1. (a)) prior to filling out and submitting this form.  Basically, trees are removed or trimmed only if they pose an immediate danger to life or property. Please note that if a tree is in an RPA, HFCA is subject to Fairfax County’s tree removal application process for removal.  The HFCA cannot take action until we receive Fairfax County’s approval. Removing trees/vegetation in an RPA without Fairfax County’s approval can come with a hefty fine of $5,000 per day.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time to contact you:

Please provide details of your tree issue. Be specific. Include the reason/justification for the request. Attach a copy of your plat to show the location of the tree with respect to your property. Attach one or more photos with the tree clearly marked with tree tape or by some other visible means.

Does your property back up to Rabbit Run Resource Protection Area (RPA)?       **Yes or No**

(If you are unsure if your property lies within the RPA, please enter your address via the following website: <https://fairfaxcountygis.maps.arcgis.com/apps/Viewer/index.html?appid=67ca30a491084ddf92db292337bd87e1>

If your property (or any part of it) lies within the boundaries of the RPA, HFCA must submit a separate form to Fairfax County in order to get approval for the trimming or removal of the tree.

**Permissions:**

If HFCA CAC Representative is unable to see your tree issue from the commons area, please provide approval to grant access to view this from your property.  This would include the arborist and Fairfax County officials as well.  Does HFCA, our arborist, and possibly Fairfax County officials have approval to go onto your property?          **Yes or No  (If ‘No,’ we might not be able to accommodate your request)**

If the tree cannot be hauled out via HFCA common areas property, does the HFCA and our arborist have approval to remove the debris by traversing your property?        **Yes or No**

This request is submitted on (date)\_\_\_\_\_\_\_\_\_\_ via email by: (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email this request with all required attachments to: CAC@hickoryfarms.org**